


Position Identification			
Position Title	Body Person		
Position Replaces	N/A		
Position Level	Employee	Position Code	1018
Wage Grid	Skilled Trade inc. Tool	Revision Date	Feb-2022
Supervisor Title	Daily Shift Manager	Sup. Position Code	1145/1198
Additional Requirement	CRC	Shift Work	
Division	Operations	Flexible Work Arrangement	N/A

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Victoria Operations Department is responsible for delivery of transit service within the Victoria Regional Transit System. The VRTS operates 24/7 and 365 days per year with the main objective of ensuring safe, reliable and a customer centric service that consistently meets expectations.

The Maintenance Services department of BC Transit is responsible to sustain and perform preventive maintenance activities on the fleet and infrastructure assets assigned to the Victoria Regional Transit System (VRTS). Our dynamic team maintains a fleet of over 300 vehicles to provide clean, safe and reliable buses for our riders..

Job Overview

Reporting to the Daily Shift Manager and/or Charge Hand the Body Person will perform all required body work and refinishing functions on BC Transit's fleet which includes painting, fabrication, filling, sanding, masking/taping, riveting, panel replacement, floor repairs, glass replacements, frame straightening and upholstery replacement. Will also be required to identify and order parts as well as refinish and rebuild components as required.

Key Accountabilities and Expectations

Key Accountability	Expectation
Technical	<ul style="list-style-type: none"> Inspect, estimate, repair and maintain all body work and refinishing functions including painting, fabrication, filling, sanding, riveting, panel replacement, floor repairs, glass replacements, frame straightening, welding and upholstery replacement, and other related tasks as assigned Extensive and technical product knowledge of adhesives, primers and painting products Knowledge of the collision repair process (i.e. assessment, estimating, parts management, etc.) Identify and order parts with approval from Daily Shift Manager or Charge Hand Reporting of failures, errors, deviations and damages (i.e.: additional repairs or problems that may impact repair time or quality) Reporting of foreseen major repairs and repetitive or recurring problems Ability to read and interpret manufacturer documentation incl. schematics Proper and careful use of work equipment and materials
Non-Technical	<ul style="list-style-type: none"> Perform thorough record keeping and timely completion of required documentation (i.e.: estimates, work orders, time sheets, 3rd party forms incl. insurance, etc.) Strong attention to detail and problem solving Ability to work independently with minimal supervision Attend and participate in meetings (incl. daily toolbox, monthly safety, ad-hoc, etc.) Maintain contact and effective working relations with internal and external parties as required Cooperate and assist other personnel in the repair and prepping of vehicles Share knowledge and where necessary provide training for peers incl. apprentices Willingness to attend and pursue training opportunities
Physical Demands & Work Environment	<ul style="list-style-type: none"> The physical demands of the BC Transit Body Person most often requires manual handling of loads between 10 kg and 20 kg (NOC Medium Strength Requirement) on a frequent basis, and over 20 Kg (Heavy Requirement) on a minimal basis with no loads exceeding 44kg. Use of hand, air and power tools including but not limited to; wrenches, sockets, pliers, spot welders, dent pullers, pneumatic riveters, hammers and sledge hammers, impact guns, spray guns,

	<p>sanders, steel punches, glass sticks, sanding blocks and forms, brooms and shovels</p> <ul style="list-style-type: none"> • Lifting between ground level and overhead, various tools, parts, and equipment including; door and ceiling panels, windshields and window glass, seats and bus doors, bumpers and body panels • Push /pull/carry of tools and tool boxes, parts and equipment, portable steps, wheeled jacks, dolly's and vehicle hoists • Reaching most often between shoulder, waist, and to ground level, and occasionally overhead • Forward bending most common with occasional requirements for back extension • Trunk twisting may be required when working in cramped spaces • Occasional to Frequent squatting, crouching, or kneeling to inspect and work on vehicles • Combination of walking/standing frequently throughout the day • Navigation of steps and stairs to access the buses, including staircases in bi-level bus designs • Occasional driving when required in support of the maintenance or service repair function • Works inside (98% of work tasks are completed within the body shop area under normal conditions) • Works outside (1%, retrieving bus from BC Transit yard and conducting noise, vibration or other testing) • Minimal work in close proximity to moving traffic (when walking in BC Transit yard) • Exposure to: <ul style="list-style-type: none"> • Environmental Noise – Frequent (e.g.: sound of running buses, drills, air chisel, pneumatic riveters, impact guns, air driven ratchets, grinders, sanders, etc.) • Vibration – Occasional to Frequent (e.g.: drills, pneumatic riveters, air ratchets, impact guns, grinders, sanders, etc.) • Exhaust fumes – Occasional (e.g.: running busses) • Airborne Particles – Frequent (e.g.: dust) • Chemicals and Fumes – Frequent (e.g.: welding, cutting torch, fiberglass, bondo, epoxy, glue, paint, paint thinner, fuel, lubricants, grease, oil and any other product(s) related to the body work function. • Worker may also be exposed to Hot Conditions (> 25 degrees Celsius) when working in the paint booth or outdoors; Cold Conditions (> 5 degrees Celsius) or Wet Conditions when working outdoors. • Working in a fall arrest harness at heights less than 6 meters • Working on portable stairs or on mobile scissor lift at heights less than 5 meters
Work Shift/Hours	<ul style="list-style-type: none"> • The position requires working out of one of our Victoria Regional Transit locations, on a variety of shift schedules incl. day, afternoon, night and weekends

	<ul style="list-style-type: none"> Regardless of shift the body person receives 50 minutes of break-time, which is typically divided into two 10-minute rest periods, and one 30-minute meal break. Overtime is not a frequent requirement of the position, but does arise on rare occasions in the form of incidental-overtime, which is voluntary and issued as per the Collective Agreement.
Additional Duties	<ul style="list-style-type: none"> Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> Grade 12 Diploma or equivalent Journeyman in Automotive Collision Repair and/or Painting/Refinishing with preference for Interprovincial Red Seal; BC Certificate of Trade Qualification (BCTQ) with extensive experience in all aspects of vehicle/bus repair will also be considered
Requirements	<ul style="list-style-type: none"> Valid Drivers Licence – minimum Class 5 (preference for Class 2 or 3 with Air Brakes) Ability to obtain and hold a valid Class 2 Drivers Licence with air brakes after on-the-job training Ability to pass a comprehensive ICBC medical examination relating to the Motor Vehicle Act requirement for a Class 2 Drivers Licence
Key job-specific competencies	<ul style="list-style-type: none"> An excellent understanding and working knowledge of body/paint tools, equipment and PPE is required Proficient in computer systems use to access schematics, repair procedures, etc. as well as to perform thorough record keeping of own activities performed